

# The Classic Calendar - Room View

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*Room View* displays a single day's class schedule by room (defaults to the current date), and can be accessed from the following locations:

Available on every Jackrabbit page (top right), click the **Calendar** link and click the **Room View** (button).

On the *Executive Dashboard*, click the blue *Weekly Calendar* (button), and click the **Room View** (button).

Under the *Classes (menu) > All Classes*, click the **Filtered Calendar** (icon) and select **By Room** from the drop-down list.

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- The first column defaults to *No Room*. Any class not assigned to a room on the date searched will display in this column.
  - Check *Show Students on Hover* to open the class, view the students, enroll existing students, and register new students from the calendar.
  - Class colors are shown by *Category 1* and are selected when the *Category 1* drop-down lists are created (*Gear icon > Settings > General > Drop-down Lists*).
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